



## **The Student Temporary Employment Program (STEP)**

### **Overview of the Program**

#### **Information About the Bureau of Land Management:**

The BLM is a diverse and geographically dispersed agency charged with the complex mission of managing 264 millions acres of public lands and their myriad resources across some 30 states. In managing the Nation's vast public land holdings, the BLM performs many tasks: resource inventory, land use planning, environmental impact assessment, land surveying, road construction, fish and wildlife habitat restoration, resource condition monitoring, management of grazing, mineral development, mining, commodity uses, recreation, and support services to name a few. All of these activities involve working together with many different partners, stakeholders, and customers. Along with our partners, stakeholders, customers, elected officials, and the general public, the BLM Colorado employees are working hard to restore and maintain the health of Colorado's public lands and ultimately the health of our Nation and its many diverse peoples.

If you are a self starter, customer service oriented, love a challenge, creative, can provide new ideas and solutions, and want to be a part of an organization that is making a difference, we encourage you to consider joining us in sustaining the health, diversity, and productivity of the public lands for the use and enjoyment of present and future generations. Please visit our website at: [www.co.blm.gov](http://www.co.blm.gov)

### **What Are The Employment Opportunities for Students?**

The BLM Colorado offers the following opportunities for students:

#### **The Student Educational Employment Program (SEEP)**

The SEEP has two components:

- (1) Student Temporary Employment Program (STEP) and
- (2) Student Career Experience Program (SCEP).

It is available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree and professional degree students.

#### **STEP:**

The student temporary employment program (STEP) provides students the opportunity to earn income and gain valuable work experience. It is temporary appointment typically not-to-exceed one year. Appointments may be extended as long as the student continues to meet the definition of a student.

## **SCEP:**

The Student Career Experience Program (SCEP), provides students the opportunity to earn an income and gain valuable work experience which is directly related to the student's academic program and career goals. The SCEP also gives students the opportunity for conversion to permanent employment upon graduation provided certain criteria are met. (There is a separate handout specific to the SCEP Program)

## **Geographic Location of Offices:**

The BLM Colorado has offices located throughout Colorful Colorado. They include:

Lakewood	Kremling	Grand Junction	Glenwood Springs	Montrose
Gunnison	Durango	Dolores	Canon City	La Jara
Saguache	Craig	Meeker		

## **When Does The BLM Accept Applications?**

Applications are accepted when positions have been identified. Positions may be advertised at any time to include:

- Advertisement on USAJOBS or Quickhire

USAJOBS website: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

Quickhire website: [www.nc.blm.gov/jobs](http://www.nc.blm.gov/jobs)

- Advertisement at select universities/schools

- On-site recruitment at universities/schools      Email: Tony Lucero at [tony\\_lucero@co.blm.gov](mailto:tony_lucero@co.blm.gov)

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## **What Is The The Student Temporary Employment Program (STEP)?**

This component of the program does not require the job to be related to the academic field of study of the student.

This is a temporary appointment not-to-exceed 1 year or shorter appointments.

There is no restriction on the number of times a student may be appointed as long as the student continues to meet the definition of a student.

Students may not be converted to career/career conditional appointments from this program.

## **What Are The Student Requirements?**

1. Students must be at least 16 years of age (no maximum age limitation).
2. Students must be enrolled or accepted for enrollment as a degree seeking student.
3. Students must be a U.S. citizen.

4. Students must be enrolled with at least a half-time academic or technical or vocational course load in an accredited high school, technical or vocational school, 2 or 4 year college or university, graduate or professional school. Student must submit a statement from the school indicating what it considers “half-time” to be in quarter or semester hours.
5. While employed, students must continue to maintain acceptable school standing (GPA may not fall below a 2.5), although he/she need not attend school during the summer.
6. Employment may be full-time or part-time based on what the supervisor is requesting for a particular position. The only limitation is that the student’s workload may not interfere with the academic schedule.

## **What Are The Student Benefits?**

- Earn vacation and sick leave
- May be appointed to a SCEP position without further competition
- Work experience may be credited toward the 640 hour work requirement for a SCEP
- Not eligible for retirement and insurance benefits
- Not eligible for tuition and travel reimbursement

## **What Work Schedules Are Available?**

The student, school, and the BLM will agree on the work schedule. However, the work schedule should not interfere with the academic schedule of the student. The following options are possible:

- Full-time work, which may include only summers
- Part-time work and concurrent school attendance
- A combination of full-time and part-time work

## **What Is the Pay and Qualifications?**

Pay will depend on qualifications based on the combination of education and experience of the student. Students may be converted to new appointments at higher grades when eligible and qualified.

## **How Do I Apply?**

Students must submit the following to apply for a position:

1. A resume or Federal Application (OF-612), [www.opm.gov/forms/pdf\\_fill/of0612.pdf](http://www.opm.gov/forms/pdf_fill/of0612.pdf) to include the following:

- Your name, address, and phone number
- Your work experience
- College major
- Anticipated graduation date

2. High school students must submit a copy of their class schedule or letter from the school verifying status. College students must provide a copy of college transcripts, a current class schedule, or a letter verifying enrollment for the next semester/quarter (as applicable).
3. A letter of recommendation from a high school/college instructor or official who knows you and can provide an assessment of your potential to integrate academic theory with practical application.
4. A one-page letter describing your career goals and objectives.
5. DD-214 if you are claiming veteran's preference.
6. DI-1935 - Applicant Background Survey - (form is optional). [www.co.blm.gov/humanrs/DI\\_1935.PDF](http://www.co.blm.gov/humanrs/DI_1935.PDF)

\*see specific vacancy announcements for other application requirements or process, if any

## Who Do I Contact For Further Information?

Contact: [tony\\_lucero@co.blm.gov](mailto:tony_lucero@co.blm.gov)

**Tony Lucero (303) 239-3938** \_\_\_\_\_

Bureau of Land Management  
Colorado State Office  
Human Resource Office  
2850 Youngfield Street  
Lakewood, CO 80215

Internet Address: [www.co.blm.gov](http://www.co.blm.gov)

## The BLM is an Equal Employment Opportunity Employer

- OF-612 - Optional Application for Federal Employment  
[www.opm.gov/forms/pdf\\_fill/of0612.pdf](http://www.opm.gov/forms/pdf_fill/of0612.pdf)
- DI-1935 - Background Survey - (Optional) [www.co.blm.gov/humanrs/DI\\_1935.PDF](http://www.co.blm.gov/humanrs/DI_1935.PDF)

## STEP Summary Chart

	<b>STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)</b>
<b>Purpose</b>	To provide students employment to meet their financial obligations and thereby continue their education.
<b>Eligibility Criteria</b>	Must be at least age 16; Must be enrolled/accepted as student taking at least a half-time academic/vocational/technical course load.
<b>Types of Positions</b>	Any type of position.
<b>Grade Levels</b>	May be appointed at any grade based on the student's qualifications and the classification of the position.
<b>Work Schedules</b>	Students may work full time or part time.
<b>Appointment Status</b>	Excepted service appointment under Schedule B, 213.3202(a).
<b>Conversion Eligibility</b>	No conversion eligibility.
<b>Tuition/Travel Assistance</b>	No tuition assistance is provided by BLM.
<b>Classification</b>	Positions classified based on the occupational series for which hired. Grade level is set according to appropriate classification standard.
<b>Qualifications Required</b>	Students are evaluated by the OPM qualification requirements for the position to which appointed.
<b>Benefits</b>	Not eligible for retirement, health benefits, life insurance, or TSP; Eligible for health benefits after 1 year of continuous employment & must pay gov't and employee share of premium; Earns annual and sick leave.
<b>Promotions</b>	Students are eligible for promotions and will be documented as conversions to another appointment.
<b>Special Provisions</b>	Appointed to a position not to exceed 1 year and may be extended in 1 year increments as long as eligible.